



**Board Meeting Minutes
February 20, 2014**

The Charlevoix County Department of Human Services Board held its monthly meeting on Thursday, February 20, 2014, at Grandvue Medical Care Facility in East Jordan. The meeting was called to order by Bill Olstrom, Board Chair, at 9:00 a.m. with the following persons also in attendance:

- **Bob Pawlus, Vice Chair**
- **Oral Sutliff, Board Member**
- **Joel Evans, Commissioner Liaison**
- **Carol Timmer, Administrator**
- **Diane Kilkenny, Clinical Advisor**
- **Linda Chew, Compliance RN**
- **Linda Mansfield, Social Work and Admissions Director**
- **Andy Carlson, Dining Services Director**
- **Bonnie Hughey, Housekeeping and Laundry Director**
- **Carl Olstrom, Maintenance Director**
- **Lisa Dunson, Interim Activity Director**
- **Steve Hoffman, Financial Services Director**
- **Jane Korthase, Human Resource Director and Acting Recording Secretary**

There was no public comment.

Mr. Sutliff moved to approve the amended agenda as presented; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the January 16, 2014, meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the January 16, 2014, Closed Session meeting minutes; second by Mr. Sutliff.

Yeas: 3

Nays: 0

The Department Heads presented their reports.

Linda Chew presented the compliance report. The Board will meet for a one-hour training session on Quality Assurance and Performance Improvement at 10:00 a.m. on April 24.

Mr. Pawlus moved to approve the new *Social Security Number Privacy for Employees and Applicants* policy; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the new *Freedom of Information Act Requests* policy; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to sunset the *Bed Rail Management* policy; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Steve Hoffman presented the financial reports.

Mr. Sutliff moved to receive the January financial reports; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve the January bills in the amount of \$774,940.24; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to approve the Memorial Transfer in the amount of \$1,022.00; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mr. Pawlus moved to approve payment to the facility of \$2600 in available funds from the Joan R. and Charles M. Taylor, II Memorial Endowment-Grandvue Medical Care Facility Fund, to be used for Eden Alternative education and programming; second by Mr. Sutliff.

Yeas: 3

Nays: 0

Mr. Sutliff moved to add \$275 from the Grandvue Endowment Fund to the fund's principal; second by Mr. Pawlus.

Yeas: 3

Nays: 0

Mrs. Timmer presented the Administrator's Report.

The Board and Grandvue Department Heads will meet at 10:00 a.m. on Thursday, March 13, to develop an agenda for the strategic planning meeting.

Plante & Moran will be at the facility for the audit review on April 24 at 12:00 p.m.

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Carol Timmer, Recording Secretary
Bill Olstrom, Board Chair